Bureau of Resource Protection – Wetlands & Waterways

<u>Instructions for Completing Application & Supporting Materials</u> WPA Form 3 – Notice of Intent (Wellesley's Version)

(Wellesley Wetland Protection Bylaw instructions/information shown in Italics.)

Please read these instructions before completing the Notice of Intent application form (WPA Form 3). These instructions cover certain items on the Notice of Intent form that are not self-explanatory.

NOTICE: As of 3/1/05, the DEP has a new Simplified Review Procedure for projects involving only work in the Buffer Zone. Please review 310 CMR 10.02(2)(b)(2) for project eligibility.

<u>CONTENTS</u>	<u>PAGE</u>
Purpose of the Notice of Intent (NOI)	1
Requirements for Professional Services	
Completing WPA Form 3	2
Instructions to Section A: General Information	
Instructions to Section B: Resource Area Effects	2
Instructions to Section C: Vegetated Wetland Delineation Methodology	
Instructions to Section D. Other Applicable standards and requirements	
Instructions to Section E: Additional Informational Requirements	
Instructions to Section F: Fees	
Instructions to Section G: Signatures and Submittal Requirements	
Instructions for: Notice of Intent - Wetland Fee Transmittal Form	
A. Calculating the Wetlands Protection Act (WPA) Filing Fees	
B. Examples of How to Calculate the Wetlands Protections Act (WPA) Fil	
C. Calculating Welleslev Bylaw Filing Fees	•

PURPOSE OF THE NOTICE OF INTENT (NOI)

To protect the Commonwealth's wetland resources, the Massachusetts Wetlands Protection Act (General Law Chapter 131, Section 40) prohibits the removal, dredging, filling, or altering of wetlands without a permit. To obtain a permit (called an Order of Conditions), a project proponent must submit an application to the Wetlands Protection Committee and the Department of Environmental Protection (the Department). The Notice of Intent application provides the Wetlands Protection Committee and the Department with a complete and accurate description of the:

- Site: including the type and boundaries of resource areas under the Wetlands Protection Act, and
- **Proposed work**: including all measures and designs proposed to meet the performance standards described in the Wetlands Protection Act Regulations, 310 Code of Massachusetts Regulations (CMR) 10.00, for each applicable resource area.

The applicant is responsible for providing the information required for the review of this application to the permit issuing authority (Wetlands Protection Committee or the Department). The submittal of a complete and accurate description of the site and project will minimize requests for additional information by the issuing authority that may result in an unnecessary delay in the issuance of an Order of Conditions.

To complete this form, the applicant should refer to the wetlands regulations (310 CMR 10.00), which can be obtained from the Department's web site: http://www.mass.gov/dep/water/laws/regulati.htm. Regulations are available for viewing at public libraries and county law libraries across the state, as well as at the Department's Regional Service Centers (see http://www.mass.gov/dep/about/region/findyour.htm for locations of regional offices and the communities they serve). Regulations also are available for sale from the State House Bookstore in Boston (617-727-2834) and State House Bookstore West in Springfield (413-784-1378).

Requirements for Professional Services



Bureau of Resource Protection – Wetlands & Waterways

<u>Instructions for Completing Application & Supporting Materials</u> WPA Form 3 – Notice of Intent (Wellesley's Version)

The issuing authority shall require that supporting plans and calculations be prepared and stamped by a registered professional engineer (PE) when, in its judgment, the complexity of the proposed work warrants this certification. <u>Examples</u> of information likely to require certification by a PE include: hydraulic and hydrologic calculations; critical elevations and inverts; and drawings for water control structures such as head walls, dams, and retention areas.

The issuing authority also may require that supporting materials be prepared by other professionals including, but not limited to, a registered architect, registered landscape architect, registered land surveyor, registered sanitarian, biologist, environmental scientist, geologist, or hydrologist when the complexity of the proposed work warrants specialized expertise.

COMPLETING WPA FORM 3

Leave the box located at the upper right hand corner of page 1 of NOI blank. This box contains the words: "DEP File Number" and "Document Transaction Number". The DEP File Number for this project will be issued to the Wetlands Protection Committee by the Department's regional office. Once issued, all subsequent correspondence on the project should reference the DEP file number.

Instructions to Section A: General Information

- <u>Item 1. Project Location.</u> The map or plat, parcel, and lot numbers <u>must</u> be included if the lot subject to the NOI does <u>not</u> contain a residence, school, or commercial or industrial establishment, or if the lot is being subdivided.
- <u>Item 3. Property Owner</u>. If there is more than one property owner, a list of additional property owners should be attached to the Notice of Intent.
- <u>Item 5. Total Wetlands Protection Act Fee Paid</u>. Instructions regarding fee calculations are explained in Section F.
- Item 5A. Wellesley Wetlands Protection Bylaw Fee Paid. Instructions for this fee are also explained in Section F.
- <u>Item 6. General Project Description</u>. The applicant should provide a brief description of the project. Describe, and show on accompanying maps and plans, both existing and proposed site conditions, including temporary construction impacts, replication areas, and/or other mitigation measures. Attach maps, plans, and other documents identifying proposed activities and their location relative to the boundaries of each wetland resource area and Buffer Zone (if applicable).
- <u>Item 8. Property Recorded at the Registry of Deeds</u>. For Multiple Parcels, additional book and page numbers should be attached to the Notice of Intent.
- <u>Item 9. Three-Year Applicability</u>. If work has been performed on the property under Simplified Review, no Notice of Intent or request for Determination of Applicability may be filed for work within the 50-foot wide area in the buffer zone along the resource area during the three-year term of an Order of Resource Area Delineation, or any extended Order, or until the applicant receives a Certificate of Compliance, whichever is later.
- <u>Item 10. Buffer Zone Only</u>. The *boundary of the buffer zone* is determined by measuring 100 feet horizontally from the outer (landward) boundaries of bordering vegetated wetland, inland bank. See Instructions to Section B, below, to determine the outer boundaries of these resource areas.

If you check "Yes" to Section A, Item 10 (indicating that the project is entirely in the Buffer Zone), please answer Item 11 below, skip Section B of the Notice of Intent (Resource Area Effects), and go directly to Section C (Bordering Vegetated Wetland Delineation Methodology).

Instructions to Section B: Resource Area Effects



Bureau of Resource Protection - Wetlands & Waterways

Instructions for Completing Application & Supporting Materials WPA Form 3 – Notice of Intent (Wellesley's Version)

To determine the size and location of any impacts that a proposed project may have on each wetland resource area, first determine the resource area boundaries.

<u>Item 1. The boundaries of inland resource areas</u> in Items 1a through f can be determined by reference to the wetlands regulations, subsection (2), "Definitions, Critical Characteristics, and Boundaries," for each resource area covered under 310 CMR 10.54 - 10.58. The Riverfront Area, listed in Item1f, also can be a coastal resource area. The width of the Riverfront Area is described in 310 CMR 10.58(2)(a)3, and the methods for determining the Mean Annual High-Water Line (which is the inner boundary) are found in 310 CMR 10.58(2)(a)2 and 10.58(2)(c).

Once you have identified the resource areas and located the components of the proposed project in each such area, you must indicate on the Notice of Intent the size of the proposed alterations (and any replacement areas) in each resource area.

Replacement area standards, if any, are included in the performance standards for each resource area, discussed in the paragraph below. See also the Department's "Massachusetts Inland Wetland Replication Guidelines", March 2002 (available on DEP website at: http://www.mass.gov/dep/brp/ww/policy.htm#guidelines).

You must also attach to the Notice of Intent a narrative and any supporting documentation describing how the project will meet all *performance standards* for each of the resource areas altered, including standards requiring consideration of alternative project design or location. The wetland regulations describe the type and extent of work that may be permitted in resource areas, called performance standards. Proposed work must meet these standards.

<u>Performance standards for inland resource areas</u>, including the Riverfront Area (which can be either inland or coastal) are described in the Wetland regulations, subsection 3: "General Performance Standards" for each resource area covered under 310 CMR 10.54 - 58. Among other performance standards, an *alternatives analysis* is now required for all projects involving bordering vegetated wetlands as well as those in the Riverfront Areas. Detailed requirements for the evaluation of alternatives to proposed work in Riverfront Areas and bordering vegetated wetlands are described at 310 CMR 10.58(4) and 310 CMR 10.55(4), respectively.

Item 2. Coastal resource areas. N/A (There are no coastal resource areas in Wellesley.)

<u>Item 3. Limited Projects</u> are categories of activities specified in the regulations at 310 CMR 10.24(7) and 10.53(3) – (6), which can proceed at the discretion of the issuing authority without fully meeting the resource area performance standards. *Performance standards for limited projects* are described in the regulations at 310 CMR 10.24(7) and 10.53(3)-(6). An *alternatives analysis* performance standard is required for most limited projects.

Item 4. The Wellesley Wetland Protection Bylaw defines as wetland resources certain areas that are not within the jurisdiction of the state Wetlands Protection Act. These include vernal pools and their surroundings, isolated vegetated wetlands, and all intermittent streams. In addition, one hundred foot buffers are defined as resource areas. Performance standards, particularly for buffer zones and vernal pools, are to be found in the Bylaw's Regulations. Waivers may be granted only for proposals shown to meet the waiver criteria in the Regulations. (Copies of the Bylaw and Regulations are available at Wellesley Town Hall and on the Town website.)

<u>Please Note</u>: The 75 foot Limited Disturbance Zone includes the area of land located between the 25 Foot No Disturbance Zone and the 100 foot buffer zone.

Instructions to Section C: Vegetated Wetland Delineation Methodology

If the Wetlands Protection Committee or the Department has issued a Final Order of Resource Area Delineation that confirms the BVW boundary delineation, submit the Order with the Notice of Intent application.

Otherwise, use one of the methods indicated in Section C to determine the boundaries of Bordering Vegetated Wetlands (BVW). On the NOI form, check all the methods that were used to determine the boundary. These methods are discussed in the wetland regulation at 310 CMR 10.55(2)(c).



Bureau of Resource Protection – Wetlands & Waterways

<u>Instructions for Completing Application & Supporting Materials</u> WPA Form 3 – Notice of Intent (Wellesley's Version)

When undertaking BVW delineations, whether by vegetation alone or by vegetation and other indicators of wetland hydrology, applicants are encouraged to use the Department's BVW Handbook: <u>Delineating Bordering Vegetated</u> <u>Wetlands Under the Massachusetts Wetlands Protection Act (1995)</u>. This document is available at the DEP website at http://www.mass.gov/dep/water/laws/policies.htm#wetlguid or for purchase from the State House Bookstore in Boston (617-727-2834) and State House Bookstore West in Springfield (413-784-1378).

The Department encourages applicants to complete the BVW Field Data Form contained in the handbook and submit it with the Notice of Intent. If detailed vegetative assessments are <u>not</u> required for a particular site, the reasons should be noted on the Field Data Form.

In addition to checking the appropriate boxes on the NOI form relating to BVW Boundary Delineation, projects affecting other resource areas should describe in a narrative attachment how those boundaries were delineated.

Instructions to Section D. Other Applicable Standards and Requirements

<u>Item 1. Rare Wetland Wildlife Habitat</u>. (At this time, only [Wellesley's] portions of Lincoln Street and Cape Street contain estimated habitats.)

No work may be permitted in any resource area subject to the Act that would have adverse effects on the habitat of rare, "state-listed" vertebrate or invertebrate animal species. The applicant must contact the Wetlands Protection Committee to see if the proposed work (including work in the Buffer Zone) is within estimated habitat as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetlands Wildlife (if any) published by the Massachusetts Natural Heritage and Endangered Species Program. If the proposed work is located within such an area, the applicant must send the Natural Heritage Program (Natural Heritage and Endangered Species Program, MA Division of Fisheries and Wildlife, Route 135, North Drive, Westborough, MA 01581 508.792.7270) a copy of the Notice of Intent by certified mail or priority mail (or otherwise sent in a manner that guarantees delivery within two days), no later than the date of the filing of the Notice of Intent with the Wetlands Protection Committee and the Department. Evidence of mailing to the Natural Heritage Program (such as Certified Mail Receipt or Certificate of Mailing for Priority Mail) must be submitted to the Wetlands Protection Committee and the Department's Regional Office along with the Notice of Intent.

Item 2. Coastal Projects. N/A (There are no coastal wetlands in Wellesley.)

Item 3. Areas of Critical Environmental Concern ("ACEC"). At this time, there are no ACECs in Wellesley.

Item 4. Restriction Orders. If any portion of the proposed project is located on a site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131 § 40A) or Coastal Wetlands Restriction Act (M.G.L. c. 130 § 105), attach a copy of the order to the Notice of Intent. To determine if a Wetlands Restriction Order exists for the site, contact the Wetlands Protection Committee or the Department's Regional Office (DEP Northeast Region, 205 B Lowell Street, Wilmington, MA 01887, Phone: 978-694-3200).

<u>Item 5. Exemptions</u>. Exemptions are allowed under the Wetlands Protection Act for certain mosquito control, commercial cranberry bogs, agricultural, and aquacultural projects and for projects authorized by Special Act prior to 1/1/73. These exemptions are defined, in part, in the 310 CMR 10.03(6) and in the definitions of agriculture and aquaculture in 310 CMR 10.04. In addition, there are exemptions for certain stormwater management projects (310 CMR 10.02(3)); specific minor activities in the Buffer Zone (310 CMR 10.02(2)(b)); and certain other projects in the Riverfront Area (310 CMR 10.58(6)(b)).

Item 6. Stormwater Management. Single Family Homes are exempt from this standard.

According to DEP's Stormwater Policy (March 1997), certain projects require stormwater management measures. To determine if a project requires stormwater management, consult the policy which is included in the Department publications: *Stormwater Management Volume One: Stormwater Policy Handbook* (March 1997) and *Stormwater Management Volume Two: Stormwater Technical Handbook* (March 1997). These documents are available for purchase from the State House Bookstore (617/727-2834) and State House Bookstore West (413/784-1378) and also may be obtained from DEP's web site: http://www.mass.gov/dep/water/laws/policies.htm#storm. If stormwater management is required, applicants are encouraged to complete the attached Stormwater

Management Form and submit it with the Notice of Intent to provide stormwater management information for wpa3inst.doc - Wellesley rev 7/26/06, 8/08/07

Page 4 of 10



Bureau of Resource Protection – Wetlands & Waterways

<u>Instructions for Completing Application & Supporting Materials</u> WPA Form 3 – Notice of Intent (Wellesley's Version)

Wetlands Protection Committee review consistent with the wetland regulations, 310 CMR 10.05(6)(b). The Department encourages engineers to use the form to certify that the project conforms with the Stormwater Policy and meets acceptable engineering standards. Recharge wells (e.g. dry wells, subsurface infiltrators, infiltration trenches, some infiltration basins) require an Underground Injection Control (UIC) registration from DEP. If the recharge wells are listed in the Stormwater Management Form, the final Order of Conditions will serve as the UIC registration. If the project includes recharge wells, but they are not listed in the Stormwater Management Form, then a separate UIC registration must be obtained from DEP (see DEP Application Form WS-06 on the web at http://www.mass.gov/dep/brp/dws/dwsforms.htm#uic).

Instructions to Section E: Additional Informational Requirements

All information listed in Section E of the Notice of Intent must be provided along with the Notice of Intent when it is filed with the Wetlands Protection Committee and the Department.

<u>Plans</u> should be of adequate size, scale, and detail to completely and accurately describe the site, resource area boundaries, and proposed work. The following guidelines are provided to encourage uniformity:

Sheet Size

- Maximum 24" x 36"
- If more than one sheet is required to describe the proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act.

Scale

- Not more than 1" = 50'
- If plans are reduced, display graphical scales.

Title Block

- Included on all plans; all plans must be stamped and signed
- Located at the lower right hand corner, oriented to be read from the bottom when bound at the left margin
- Include original date plus additional space to reference the title and dates of revised plans.

<u>Material identifying and explaining the determination of resource area boundaries</u>. Such materials must cover each resource area altered, not just bordering vegetated wetland.

In addition to the items listed in Notice of Intent, Section E, applicants may also be required to attach the following:

- Unless the proposed project is located entirely within the buffer zone, applicants must submit a narrative and
 any supporting documentation describing how the project will meet all performance standards for each of the
 resource areas altered, including standards requiring consideration of alternative project design or location
 (as required by Section B of the NOI see Instructions to Section B, above).
- If a wetland restriction order applies to the property, applicants must submit a copy of that order with their NOI (as required by Section D, Item 4 of the NOI).
- Abutter/Abutter Notification Information to be included with the NOI package: (1) a list of abutters within 300 feet of the proposed project's property, (2) copy of the assessors map (the NRC secretary will prepare both of these for you prior to filing), (3) a copy of a completed Abutter Notification Form, and (4) a completed and signed Affidavit of Service form.
- Complete and include a copy of an "Applicant's Checklist for Submission of a Notice of Intent" form.

Instructions to Section F: Fees



Bureau of Resource Protection – Wetlands & Waterways

Instructions for Completing Application & Supporting Materials WPA Form 3 – Notice of Intent (Wellesley's Version)

<u>State Fee:</u> Complete pages 1 and 2 of the **Notice of Intent - Wetland Fee Transmittal Form** and send them, along with a check for the state share of the filing fee, payable to *the Commonwealth of Massachusetts*, to

Department of Environmental Protection Box 4062 Boston, MA 02211

To calculate the filing fee, follow the Instructions for the Notice of Intent - Wetland Fee Transmittal Form, below (beginning on page 8). Include check number and payor name information on the Notice of Intent form, Section F, to expedite fee payment confirmation. *Review of the Notice of Intent cannot begin until the fee is received.*

<u>The Town of Wellesley Wetlands Protection Bylaw</u> requires an <u>additional filing fee</u>, to be paid entirely to the Town. The fee is based on the same categories used for determining the Wetlands Protection Act ("WPA") fees, described above. Prepare a check payable to the Town of Wellesley for the total of the Wellesley Wetlands Protection Bylaw filing fee and the town share of the State WPA filing fee.

In Summary, the fee is based on the category of the proposed activity (described in 310 CMR 10.03(7)) and the resource area to be impacted by the activity. The total filing fee for a Notice of Intent that involves more than one activity is determined by adding the fees for each proposed activity.

When work is proposed in the Riverfront Area, as well as another resource area or their Buffer Zones, add 50% to the fee for each activity in the Riverfront Area. For activities exclusively within the Riverfront Area, and not within other resource areas or their Buffer Zones, the fee is determined by adding the amounts for each proposed activity. The city/town share of the fee is the first \$25, plus half of the remaining total fee. The state share is half the total fee in excess of \$25.

No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

In addition, a notice of the application must be placed in a local newspaper, and published at least five days prior to the hearing, at the applicant's expense. Contact the Wetlands Protection Committee regarding the procedure for public newspaper notice.

Instructions to Section G: Signatures and Submittal Requirements

Signatures and Submittal Requirements.

Follow the filing instructions in Section G of the Notice of Intent. For additional filing requirements, see Section E of these instructions, above. The **original** Notice of Intent and **six copies** must be sent, by certified mail or hand delivery, to the Wetlands Protection Committee in the Wellesley Town Hall's Lower Level. At the same time the original Notice of Intent is submitted to the commission, **one copy** of the Notice of Intent must be sent to the appropriate DEP Regional Office. Failure by the applicant to send the copies in a timely manner may result in dismissal of the Notice of Intent application.

DEP Office Serving Wellesley: DEP Northeast Region

205 B Lowell Street Wilmington, MA 01887 Phone: 978-694-3200



Bureau of Resource Protection - Wetlands & Waterways

Instructions for Completing Application & Supporting Materials WPA Form 3 – Notice of Intent (Wellesley's Version)

INSTRUCTIONS FOR COMPLETING WETLAND FEE TRANSMITTAL FORM

These instructions contain three parts:

- A. Calculating the Wetlands Protection Act (WPA) Filing Fees
- B. Examples of How to Calculate the Wetlands Protections Act (WPA) Filing Fees
- C. Calculating Wellesley Bylaw Filing Fees

<u>The Wetlands Fee Transmittal Form</u> should be filled out, following these instructions, before completing Section F of the Notice of Intent form. After completing pages 1 and 2 of the **Notice of Intent - Wetland Fee Transmittal Form**, send them, along with a check for the state share of the filing fee, **payable to** *the Commonwealth of Massachusetts*, to

Department of Environmental Protection, Box 4062, Boston, MA 02211

<u>The Town share of the WPA filing fee, along with the Bylaw fee</u>, payable to the Town of Wellesley, should be submitted to the Wetlands Protection Committee along with the Notice of Intent package.

A. Calculating Wetlands Filing Fees

The wetland filing fee should be calculated using the following steps <u>based on a hypothetical project</u> involving two driveway crossings through a Riverfront Area and Bordering Vegetated Wetland and six single family houses in Riverfront Area only.

Step 1/Type of Activity: Review plans and narrative to identify each activity in wetland resource areas and their applicable Buffer Zones.

Example: driveway crossing and construction of a single family house.

Step 2/Number of Activities: Determine the number of each activity associated with the project.

Example: driveway crossings and 6 single family homes.

Step 3/Individual Activity Fee: List the fee amount for each category of activity (see Category Activities and Fee)

Example: Driveway crossing is a Category 2(f.) activity and is \$500 each.

Construction of a single family house is a Category 2(a.) activity and is \$500 each.

<u>Step 4/Subtotal Activity Fee</u>: Determine the subtotal fee for each type of activity by multiplying the fee for the activity (Step 3) by the number of activities (Step 2).

If the activity is within the <u>Riverfront Area</u> as well as another resource area or its Buffer Zone, <u>add 50%</u> to total fee (e.g., multiply the fee by 1.5). If the activity is located in a Riverfront Area only, apply the fee amount for the category without the additional 50%.

Example: 2 (driveway crossings in BVW) x \$500 x 1.5 (for riverfront area) = \$1,500; 6 (single family homes) x \$500 = \$3,000.

Step 5/Total Project Fee: Add all the subtotals identified in Step 4 to determine the total fee.

Example: \$1,500 + \$3,000 = \$4,500.

Step 6/Fee Payments: The state share of the fee is 50% of any filing fee in excess of \$25 (i.e., the state share can be determined by dividing the total fee in half and subtracting \$12.50); the remaining portion of the fee shall be made to the city or town (i.e., the City/Town share can be determined by dividing the total fee in half and adding \$12.50).

Example: City/Town share: \$2,262.50; state share: \$2,237.50.



Massachusetts Department of Environmental ProtectionBureau of Resource Protection – Wetlands & Waterways

<u>Instructions for Completing Application & Supporting Materials</u> WPA Form 3 – Notice of Intent (Wellesley's Version)

Instructions for Completing NOI Wetland Fee Transmittal Form, continued

ATEGORY ACTIVITIES AND FEES	WPA FEE	BYLAW FEE
Category 1 - Fee for each activity: a.) work on single family lot; addition, pool, etc.; b.) site work without a house; c.) control vegetation; d.) resource improvement; e.) work on septic system separate from house; f.) monitoring well activities minus roadway; g.) new agricultural or aquaculture projects.	\$110	\$110
Category 2 - Fee for each activity: a.) construction of single family house; b.) parking lot; c.) beach nourishment; d.) electric generating facility activities; e.) inland limited projects minus road crossings and agriculture; f.) each crossing for driveway to single family house; g.) each project source (storm drain) discharge; h.) control vegetation in development; i.) water level variations; j.) any other activity not in Category 1, 3, 4, 5 or 6; k.) water supply exploration.	\$500	\$275
Category 3 - Fee for each activity: a.) site preparation (for development) beyond Notice of Intent scope; b.) each building (for development) including site; c.) road construction not crossing or driveway; d.) hazardous cleanup; e.) water supply development.	\$1,050	\$500
Category 4 - Fee for each activity: a.) each crossing for development or commercial road; b.) dam, sluiceway, tidegate (safety) work; c.) landfills operation/closures; d.) sand and gravel operations; e.) railroad line construction; f.) bridge; g.) hazardous waste alterations to resource areas; h.) dredging; i.) package treatment plant and discharge; j.) airport tree clearing; k.) oil and/or hazardous material release response actions.	\$1,450	\$500
Category 5 - Fee, total fee not less than \$100, or more than \$2,000: a.) work on docks, piers, revetments, dikes, etc.	\$4 per linear foot	N/A
Category 6 - Fee for each resource area delineation, not to exceed \$200 for activities associated with a single family house, or \$2,000 for all other activities	\$2 per linear foot	\$ <i>50</i>



Bureau of Resource Protection – Wetlands & Waterways

Instructions for Completing Application & Supporting Materials WPA Form 3 – Notice of Intent (Wellesley's Version)

Instructions for Completing NOI Wetland Fee Transmittal Form, continued

B. Examples of How to Calculate Wetland Protection Act Filing Fees

RA = Riverfront Area

Example 1: New single family house with associated work located within RA only:

There is one Category 2 activity (2.a., single family home construction and associated work).

Fee for home and associated work (RA): = \$500

Total Fee: \$500

Fee due Town: \$262.50 (\$500/2 + \$12.50) Fee due State: \$237.50 (\$500/2 - \$12.50)

Example 2: Construction of 10 single family homes within a subdivision, eight of the homes are within a RA, and a portion of each of the two remaining homes are within Bordering Vegetated Wetland (BVW) and RA.

There will be 4 stormwater discharges located within BVW's Buffer Zone.

There is one limited project access roadway reviewable under 310 CMR 10.53(3)(e) located in BVW and RA.

There are ten Category 2 projects (2(a.), 10 homes each involving work in a wetland resource area) and one Category 4 project 4(a.), limited project for access to residential subdivision). The fee for review of the stormwater discharges is included in Category 2(a.).

Fee for single family homes:

8 in RA (\$500 for each of the 8 homes) = \$4,000

2 in BVW: $$1,000 \times 1.5$ (RA) = \$1,500

Fee for limited project access: $$1,450 (BVW) \times 1.5 (RA) = $2,175$

Total Fee: \$7,675

Fee due Town: \$3,850 (\$7,675/2 + 12.50) Fee due State: \$3,825 (\$7,675/2 - \$12.50)

Example 3: Construction of a parking lot and three storm drain outlets within Bordering Land Subject to Flooding (BLSF), and within the RA. A septic system will be constructed within a Buffer Zone of a BVW that is also within RA.

There is one Category 1 activity (i.e. septic system in Buffer Zone) and four category 2 activities (2.b. parking lot and (2.g., three storm drain outlets):

Fee for parking lot: $$500 \text{ (BLSF)} \times 1.5 \text{ (RA)} = 750

Fee for storm drain: \$1,500 (3 storm drains in BLSF) x 1.5 (RA) = \$2,250

Fee for septic system: \$110 (Buffer Zone) x 1.5 (RA) = \$165

Total Fee: \$3,165

Fee due Town: \$1,595 (\$3,165/2 + \$12.50) Fee due State: \$1,570 (\$3,165/2 - \$12.50)



Bureau of Resource Protection – Wetlands & Waterways

Instructions for Completing Application & Supporting Materials WPA Form 3 – Notice of Intent (Wellesley's Version)

Instructions for Completing NOI Wetland Fee Transmittal Form, continued

C. Calculating Wellesley Bylaw Filing Fees

<u>Notice of Intent (Permit Application):</u> The bylaw filing fee for a permit application is determined on the basis of the Category Activities under the State Act and according to the following schedule (see page 8):

	Town Bylaw Fee
Category 1	\$110
Category 2	\$275
Category 3	\$500
Category 4	\$500
Category 5	None
Category 6	\$50

<u>Category 6</u> includes boundary delineations for vegetated wetlands as part of a permit application (Notice of Intent), or a Notice of Resource Area Delineation, or a Request for Determination of Applicability.

Example, a Notice of Intent for construction of two single family houses falls into Category 2a of the state schedule and requires a state fee of $2 \times \$500 = \$1,000$. The bylaw requires an additional $2 \times \$275 = \550 . No additional bylaw fee or surcharge applies to projects in both riverfront and other resource areas.

MAIL TRANSMITTAL FORMS AND DEP PAYMENTS, PAYABLE TO "COMMONWEALTH OF MASSACHUSETTS":

Commonwealth of Massachusetts Department of Environmental Protection Box 4062 Boston, MA 02211